



**STAFF SERVICES ANALYST (SSA)/ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (AGPA)
FISCAL SERVICES DIVISION - RESTITUTION RECOVERY SECTION**

PERMANENT/FULL-TIME

FINAL FILING DATE: June 25, 2007, or Until Filled

\$2,724.00 - \$4,300.00 (SSA)

\$4,255.00 - \$5,172.00 (AGPA)

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Fiscal Services Division, Restitution Recovery Section (RRS) ensures restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

POSITION SUMMARY:

Under the direction of the Staff Services Manager I, RRS, the SSA/AGPA administers the Victim Compensation and Government Claims Board's restitution program with the counties to ensure restitution and assessment of fines, penalties, and forfeitures are applied against defendants in conformance with the Government, Penal, Welfare & Institutions, and Vehicle Codes.

The analyst works with criminal justice entities statewide including judges, district attorneys, probation staff, county collection entities, and Criminal Restitution Compact specialists. Failure to accurately respond to requests for assistance in criminal proceedings could negatively impact the Restitution Fund as well as VCGCB credibility.

TRAVEL REQUIRED: 10% of time spent traveling throughout California to the various contracted counties in order to carry out the essential functions of the job.

DUTIES INCLUDE:

Develop program policy, procedures, and/or evaluation tools in support of the VCGCB's Restitution Program. Provide information and advice to the judiciary and other entities within the criminal justice community regarding the administration of restitution pursuant to applicable statutes. Assist in training district attorneys, probation officers, court clerks, Victim/Witness staff, and county collection entities on restitution issues. Represent RRS on internal and external task forces and/or committees formed to improve the restitution program in California, including enhancing the flow of information between criminal justice entities and the VCGCB. Work collaboratively with county collection entities and the California Department of Corrections and Rehabilitation to improve the collection of delinquent restitution owed to the Restitution Fund.

Serve as Contractor Administrator on restitution contracts between VCGCB and District Attorneys with select counties. Provide consultative services to District Attorneys and Probation Departments to ensure compliance with contract provisions and restitution assessments are properly levied. Develop evaluation methods and tools for conducting on-site reviews of the counties; analyzing restitution-related data, and assessing restitution performance. Recommend improvements to restitution processes and/or procedures. Prepare evaluation reports for each county and make recommendations to management for modification, continuance, or elimination of a county contract. Coordinate with other restitution analysts to maintain consistency throughout counties.

Complete special projects related to restitution. Prepare restitution documents to improve the imposition and/or collection of restitution for mass distribution to the judiciary, district attorney and probation offices, court administrators, court clerks, and victim witness centers. Analyze legislation, drafts proposed legislation, and develops statistical and analytical reports. Respond to information requests from the VCGCB's website, letters, and phone calls.

DESIRABLE QUALIFICATIONS:

- Strong analytical skills with the ability to work well under pressure.
- Excellent communications skills, both oral and written.
- Computer proficiency in Microsoft Word, Excel and Powerpoint.
- Ability to work well in a team setting, but have the ability to work independently.
- Thorough and attentive to detail with the ability to comprehend legal issues and present a comprehensive response.
- Excellent attendance and interpersonal skills.
- Desire to work in the criminal justice community and learn restitution law.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

In a professional office environment with appropriate business attire • Use of phone, fax, copiers, and general office and communication equipment • Frequent use of a personal computer and related software applications at a workstation • Use of hand cart to transport documents and/or equipment up to 15-20 lbs. (i.e., laptop computer, files, and reference manuals).

WHO MAY APPLY:

Candidates either currently at or have eligibility (list, transfer or reinstatement) to either the SSA or AGPA classification. In addition to their application, candidates must submit a current resume and cover letter explaining their eligibility and interest in this position. Applications will be screened and only the most qualified will be selected for an interview. **Please indicate RPA# 07-199 on your application.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Angela Ramirez
Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.****

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-510-5157/5393-8xx